

**STATE OF CALIFORNIA  
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
	AGPA	016-010-5393-002
Division/Unit	Date	Prior Incumbent Prior Pos # (if applicable)
Executive Office		016-256-5393-001

**SUMMARY OF RESPONSIBILITIES**

Under the direct supervision of the Chief Deputy Director, the incumbent is part of the team that supports the Director, Chief Deputy Director, Legislative Director/PIO, and Staff Counsel with special projects related to the Community Services Block Grant (CSBG), Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy Weatherization Assistance Program (DOE WAP) and Lead Hazard Reduction Program (Lead), and related programs including the American Recovery and Reinvestment Act of 2009 (ARRA). The incumbent will research of specific issues including obtaining background information for the Executive staff, and will include the preparation of written analyses, issue papers and other documents to assist in the development of recommended actions. The incumbent will carry out other assigned activities in the advancement of the department's policy and program objectives, including but not limited to: development, implementation and evaluation of options for discretionary grant making; options and strategies for program-related outreach to contractors and other partners and stakeholders; and operational strategies to improve the department's programmatic and fiscal monitoring and training and technical assistance as required by Federal and State laws and regulations and CSD regulations, including serving as the coordinator of the department's responses to outside audits, reviews and studies. The incumbent may serve as a team lead and will be a member of the Executive Support Team on special projects that require the participation of other CSD staff. The incumbent will work collaboratively with all Executive and senior staff on a regular basis. The incumbent may be assigned difficult or sensitive activities that involve:

- Interaction and coordination with the Executive Directors and key staff of local network of service providers.
- Analysis and development of recommendations to improve the data collection and information management of CSD's grant and financial assistance programs.
- Access to sensitive and/or confidential information in the Executive Office.
- Specific training and/or technical assistance to correct administrative and/or programmatic deficiencies.
- Necessary research to prepare drafts of policy statements and memorandums.
- Develop Talking Points and Fact Sheets.

## **AGPA Duty Statement**

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

Duties include, but are not limited to, the following:

- 40% Research, analysis and development of operational and program recommendations, both oral and written, for the Executive Office on matters related to the CSBG and Energy Programs and other community services. Conducts analyses and prepares issue memos containing findings and/or recommendations, and impact statements on issues that include, but are not limited to, the implementation and administration of service delivery contracts statewide; and conduct legislative analysis. Incumbent will also develop special reports in response to inquiries from the Governor's Office, legislative policy and fiscal committees, control agencies, members of the public and CSD Executive Staff.
- 40% Assist in the coordination of department responses to outside audits, reviews and studies, ensuring deadlines for submissions are met; performs special projects for Executive Staff (i.e., 24/7 management and program tracking systems; Talking Points; briefing papers, Fact Sheets, promotional, public relations and media materials).
- 20% Assist in the development, research, and gathering of information for archive records; respond to special investigative requests from outside federal and state agencies.

### **Supervision Received:**

Incumbent is directly supervised by the Chief Deputy Director and will receive assignments from the Director, Chief Deputy Director, Leg. Director/PIO, and Staff Counsel. The incumbent will seek direction from the Chief Deputy Director to prioritize assignments, avoid workload conflicts and meet critical deadlines.

### **Supervision Exercised:**

None

### **Administrative Responsibility:**

Adhere to all applicable Federal and State law and/or regulations related to contracts that include the Community Services Block Grant (CSBG), Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy Weatherization Assistance Program (DOE WAP) and Lead Hazard Reduction Program (Lead). Also adheres to departmental and unit policies and procedures.

### **Personal Contacts:**

The incumbent is in daily contact with departmental executive, management and program staff. Interactions with CSD's contractor network and other Federal and State agency personnel involving sensitive matters would be as directed by the Chief Deputy or designee.

**AGPA Duty Statement****Actions and Consequences:**

Failure to comply with or assure compliance with applicable Federal or State law, regulations, and other contract requirements may result in the loss of funding and/or ineffective services to contractors and the low-income families served by the department's programs.

**Job Requirements:**

The incumbent is required to perform the essential functions of the position including the ability to sit, stand, speak, hear, see, type, use a personal computer, read, comprehend and follow written instructions, manuals and correspondence, and use reasonable judgment and logic, and travel.

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Supervisor's Signature

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Date

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Title**I have read and understand the duties assigned as described above.****YES****NO**

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Can you perform the essential functions of the position with or without reasonable accommodation?

(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.)

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Signature of Incumbent

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Date